

**TOWN OF FORESTBURGH**  
332 King Road  
Forestburgh, New York 12777

Building Department (845)794-0611 Ext. 24

Tel. (845) 794-0611  
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**\*\*ADOPTED\*\***

**BUILDING PERMIT FEE SCHEDULE**  
**(ADOPTED 9/1/2016)**

	<b><u>NEW FEE</u></b>
1. One of Two Family Dwelling	
• New	\$75.00 & \$.25/Sq. Ft.
• Repairs/Alterations/Renovations	\$30.00 & \$.25/Sq. Ft.
• Additions	\$30.00 & \$.25/Sq. Ft.
• Re- Roof	\$50.00
2. Multiple Dwelling	
• New	\$125.00 & \$.30/Sq. Ft.
• Repairs/Alterations/Renovations	\$75.00 & \$.30/Sq. Ft.
• Additions	\$75.00 & \$.30/Sq. Ft.
3. Auxiliary Buildings	
• Decks, Storage Sheds, Garages, etc.	\$50.00 & \$.20/Sq. Ft.
4. Pools	
• Above Ground	\$50.00
• In-Ground	\$100.00
5. Commercial Buildings	\$125.00 & \$.40/Sq. Ft.
6. Septic Systems	
• Residential	\$50.00
• Commercial	\$100.00
7. Demolition	
• Residential	\$50.00
• Commercial	\$.10/Sq. Ft.
8. Residential Solar Array (20 Kw or Less)	\$75.00
Work Without a Permit	2 times the Permit Fee or \$200 (whichever is higher)

TOWN OF FORESTBURGH – BUILDING DEPARTMENT

P.O. Box 114 • Forestburgh, NY 12777

APPLICATION FOR BUILDING & ZONING PERMIT

(Space inside block must be filled in by Building Inspector)

Application No. \_\_\_\_\_
Permit Issued \_\_\_\_\_ 20
Permit Expires \_\_\_\_\_ 20
Zoning District \_\_\_\_\_
Value of Work: \$ \_\_\_\_\_
Approved By \_\_\_\_\_
Remarks: \_\_\_\_\_

BEFORE THE PREMISES DESCRIBED IN THIS APPLICATION CAN BE OCCUPIED, A CERTIFICATE OF OCCUPANCY MUST BE OBTAINED.

A PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK

This application is to be submitted IN DUPLICATE. ANSWER ALL OF THE FOLLOWING.

The undersigned hereby applies for a permit to do the following work which will be done in accordance with the description, plans, and specifications submitted, and such special conditions as may be indicated on the permit.

(Name) (P.O. Address)
Tax Map ID No. \_\_\_\_\_ Telephone \_\_\_\_\_
Name of Builder \_\_\_\_\_ Address \_\_\_\_\_
Name of Plumber \_\_\_\_\_ Address \_\_\_\_\_
Name of Mason \_\_\_\_\_ Address \_\_\_\_\_
Estimated Value of Proposed Work \$ \_\_\_\_\_
Name of Road \_\_\_\_\_ Side of Road: [ ] North [ ] East [ ] South [ ] West

NATURE OF PROPOSED WORK

- [ ] Construction of a new building. [ ] Addition to a building.
[ ] Alteration to a building. [ ] Demolition of a building.
[ ] Change in occupancy. [ ] Reconstruction.
[ ] Other work. Describe: \_\_\_\_\_

OCCUPANCY

- Main Building
[ ] One-family dwelling [ ] Two-family dwelling
[ ] \_\_\_\_\_-Unit Multiple dwelling
[ ] Nonresidential building/structure
[ ] \_\_\_\_\_-car attached garage
[ ] Other: \_\_\_\_\_
Accessory Building
[ ] One-car detached garage [ ] Private storage building
[ ] Two-car detached garage [ ] Other: \_\_\_\_\_

BUILDING SPECIFICATIONS. Fill in only for new building or addition or alteration to existing building.

Kind of construction: Wood frame, fire safe, etc.? \_\_\_\_\_
Will any second-hand lumber be used? \_\_\_\_\_ If so, for what? \_\_\_\_\_
Material of foundation walls: \_\_\_\_\_ Thickness: \_\_\_\_\_
Depth of foundation below grade: \_\_\_\_\_ Continuous foundation? \_\_\_\_\_
Will there be a cellar? \_\_\_\_\_ If so, material of cellar floor: \_\_\_\_\_
Type of roof: Sloped or flat? \_\_\_\_\_ Material of roof: \_\_\_\_\_
Size, wood studs: \_\_\_\_\_ " x \_\_\_\_\_ " spacing \_\_\_\_\_ "o.c., length \_\_\_\_\_ ft.
Size, floor beams, 1st floor: \_\_\_\_\_ " x \_\_\_\_\_ " spacing \_\_\_\_\_ "o.c., span \_\_\_\_\_ ft.
Size, floor beams, 2nd floor: \_\_\_\_\_ " x \_\_\_\_\_ " spacing \_\_\_\_\_ "o.c., span \_\_\_\_\_ ft.
Size, ceiling beams: \_\_\_\_\_ " x \_\_\_\_\_ " spacing \_\_\_\_\_ "o.c., span \_\_\_\_\_ ft.
Size, roof rafters or beams: \_\_\_\_\_ " x \_\_\_\_\_ " spacing \_\_\_\_\_ "o.c., span \_\_\_\_\_ ft.
Exterior finish: \_\_\_\_\_ If masonry, thickness: \_\_\_\_\_
Is building to be sheathed? \_\_\_\_\_ With what materials? \_\_\_\_\_
Finish on interior walls: \_\_\_\_\_
If garage is to be attached, of what material is wall between garage and main building to be constructed? \_\_\_\_\_
Is there to be an opening between garage and building? \_\_\_\_\_
Kind of heating system: \_\_\_\_\_ Oil burner/other: \_\_\_\_\_
Will a flue-lined chimney be provided? \_\_\_\_\_ Depth of chimney foundation below grade: \_\_\_\_\_
Height of chimney above roof: \_\_\_\_\_
Will there be a fireplace/wood stove? \_\_\_\_\_ Depth of fireplace hearth: \_\_\_\_\_
Will a toilet be installed? \_\_\_\_\_
Will a kitchen sink be installed and connected to water supply? \_\_\_\_\_ Water supply (public water supply or well) \_\_\_\_\_
Distance of septic system from any private well: \_\_\_\_\_ feet.
Will drainage system be provided with required traps, cleanouts and vents? \_\_\_\_\_

Are New York State licensed architect/engineer plans accompanying this application? [ ] Yes [ ] No

If Yes, submit plans with application.

If No, detailed sketch of proposed construction must be provided on additional sheet.

**PLAN OF PROPOSED CONSTRUCTION.** Fill in only for new building or addition or alteration to existing building when no separate plans are required to be filed with this application.

Make drawings at scale of one square equals one foot. Make sketch of floor plans of first and second floors, indicating dimensions of buildings, rooms, doors, windows, etc., location of chimney and plumbing fixtures, etc.

**ZONING SPECIFICATIONS.** Fill in for new building or addition to existing building, or a change of occupancy.

Indicate on the plot plan road names, the location and size of the property, the location, size and set-backs of proposed buildings, and the location of all existing buildings. Show proposed building(s) in dotted line and existing building(s) in solid line.

1. Lot size: (a) Width \_\_\_\_\_ Ft., (b) Depth \_\_\_\_\_ Ft., (c) Area \_\_\_\_\_ Sq. Ft.
  2. Existing Use and Occupancy: \_\_\_\_\_
  3. Intended Use and Occupancy: \_\_\_\_\_
  4. Existing Buildings: (a) Maximum Height \_\_\_\_\_ Ft., (b) Maximum Width \_\_\_\_\_ Ft., (c) Maximum Depth \_\_\_\_\_ Ft.
  5. Size of New Building: (a) Width \_\_\_\_\_ Ft., (b) Depth \_\_\_\_\_ Ft., (c) Height \_\_\_\_\_ Ft., Floor Area \_\_\_\_\_ Sq. Ft.
  6. Dimensions and Description of Addition, Alteration or Reconstruction:  
 (a) Width \_\_\_\_\_ Ft., (b) Depth \_\_\_\_\_ Ft., (c) Height \_\_\_\_\_ Ft.
  7. Size Yards Width (minimum): (a) \_\_\_\_\_ Side \_\_\_\_\_ Ft., (b) \_\_\_\_\_ Side \_\_\_\_\_ Ft., (c) Total \_\_\_\_\_ Ft.
  8. Yard Depths (minimum): (a) Front \_\_\_\_\_ Ft., (b) Rear \_\_\_\_\_ Ft.
  9. Scenic Preservation Area: Distance from center of creek, or shoreline: \_\_\_\_\_ Ft.
  10. Area Rear Yard \_\_\_\_\_ Sq. Ft.
  11. Signs (accessory): (a) Area, total \_\_\_\_\_ Sq. Ft. (b) Each \_\_\_\_\_ Sq. Ft., (c) Setback \_\_\_\_\_ Ft.  
 (d) Type \_\_\_\_\_ (e) Height \_\_\_\_\_ Ft.
  12. Filling Station: (a) Number of pumps, total \_\_\_\_\_, new \_\_\_\_\_. Bldg. Area \_\_\_\_\_ Sq. Ft. Parking Area \_\_\_\_\_ Sq. Ft.
- Additional: \_\_\_\_\_

I hereby apply under the Zoning Ordinance and the Building Code of the Town of Forestburgh, New York, for a permit to construct or alter a building and / or accessory structure as set forth above, and I certify that the statements herein contained are true to the best of my knowledge and belief.

Signature of Applicant \_\_\_\_\_  Owner  Lessee  Agent

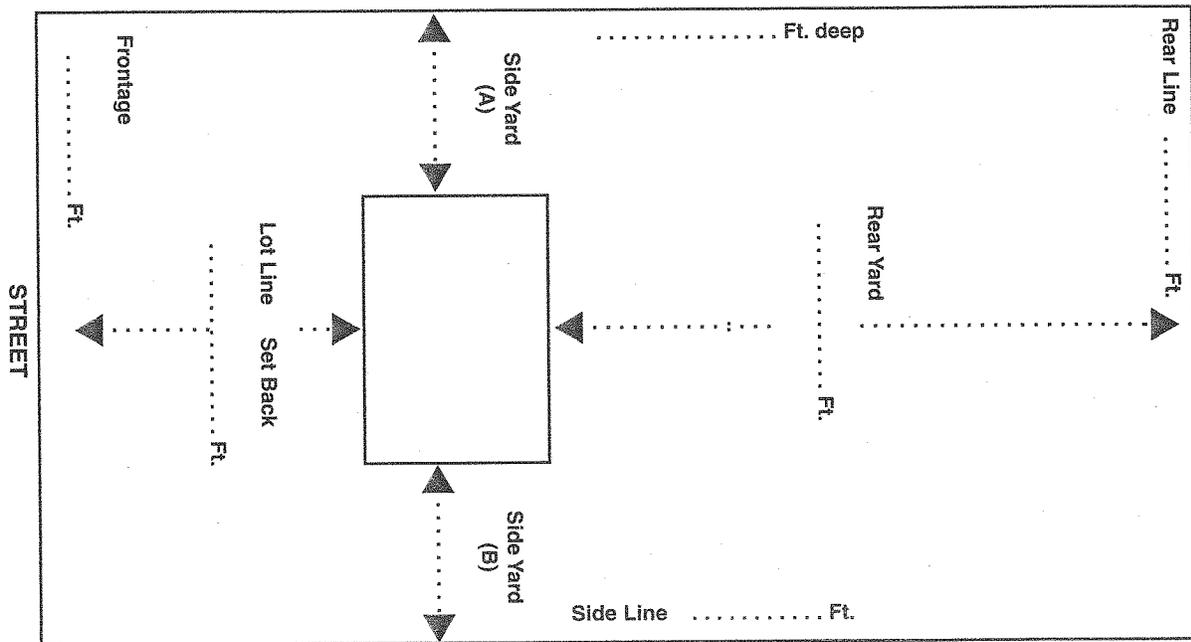
Address (if not owner) \_\_\_\_\_

Dated \_\_\_\_\_, 20\_\_\_\_.

The application of \_\_\_\_\_ Dated \_\_\_\_\_, 20\_\_\_\_, is hereby Approved (Disapproved) and permission Granted (Refused) for the construction, reconstruction or alteration of a building and / or accessory structure as set forth above.

Reason for refusal of permit:

Dated \_\_\_\_\_, 20\_\_\_\_.



SPECIAL CONDITIONS OF THE PERMIT: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By: \_\_\_\_\_

## BUILDING PERMIT APPLICATION INSTRUCTIONS

- A. This application must be completely filled in by the applicant and submitted in duplicate with the permit fee to the building department.
- B. Driveway permits are required to install a driveway. Copy of said permit MUST accompany this application.
- C. Plot plans showing location of lot and of buildings on premises, relationship to adjoining premises and structures all location and size of proposed construction, distance to lot lines and specifications must be submitted.
- D. Application shall describe the nature of the work to be performed.
- E. The work covered by this application may not be commenced prior to the issuance of a building permit.
- F. Upon the approval of this application, the building department will issue a building permit to the applicant. Such permit shall be displayed on the premises available for inspection throughout the progress of the work.
- G. No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy shall be granted by the building inspector.
- H. Any deviation from the approved plans MUST be authorized and approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee is also charged predicated on the extent of the variation of the original plans.
- I. A final inspection is necessary prior to the issuance of a Certificate of Occupancy. No occupancy of building without approval of the Building Inspector.

## PLOT DIAGRAM

Locate clearly and distinctly all buildings whether existing or proposed, and indicate all set back dimensions from property lines. Give section, block and lot numbers or description according to deed, and show all easements and street names and indicate whether interior or corner lot, or supply an approved plot plan showing all the above requirements.

## TECHNICAL INFORMATION

- A. Septic system plans must be drawn by a New York State (or State approved) engineer. The engineer must inspect the system prior to covering and approval must be made in writing and submitted to the building inspector.
- B. Well drillers must be licensed by the New York State DEC and all new water sources tested by a reputable lab with the results submitted to the building inspector. All well connections must be inspected by the building inspector prior to covering.
- C. All electrical work must comply with the National Electric Code and inspection must be made by a New York State or permitted agency. The approval sticker must be submitted to the building inspector. Multiple or commercial buildings must have a licensed electrical contractor for installation.
- D. Plumbing must be done by a reputable plumber, who upon completion of his work and upon inspection of the building inspector shall submit in writing to the building inspector that all work has been completed following all New York State and Town Codes.

**FAILURE TO COMPLY WITH THIS PROCEDURE WILL CAUSE DELAY  
IN THE ISSUANCE OF A BUILDING PERMIT OR A CERTIFICATE OF  
OCCUPANCY OR COMPLETION.**

**Town of Forestburgh**

**Building Department**

## **INSPECTION SCHEDULE**

**Builder or owner is responsible for contacting the building inspector to schedule inspections.**

- 1. Site Inspection**
- 2. Footing/Slab Inspection - both prior to and after pouring**
- 3. Rough In Inspection (plumbing and electrical)**
- 4. Framing/Insulation Inspection (prior to covering interior walls)**
- 5. Septic Inspection**
- 6. Final Inspection**

Town of Forestburgh

Building Department

AFFIDAVIT OF INTENT

Name of Homeowner: \_\_\_\_\_

Date: \_\_\_\_\_

I, the undersigned, do hereby swear that the structure referred to in building permit # \_\_\_\_\_ WILL BE built according to and in compliance with all New York State and Town of Forestburgh Codes, Regulations and Specifications.

Signed: \_\_\_\_\_  
(Owner, Builder, Architect or Contractor)

STATE OF NEW YORK

ss:

COUNTY OF \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County

## CERTIFICATE OF OCCUPANCY CHECKLIST

1. Final electrical inspection.
2. Water test results.
3. Railings on all stairways, landings, decks, etc.
4. Running water in kitchen sink.
5. Working toilets in at least one bathroom.
6. Smoke detectors (hardwired), if applicable. + CO<sub>2</sub> detectors